Process for Establishing a Pearson VUE Authorized Test Center (PVTC)

1. **Assess your Technical Readiness**
   - Review the technical specifications at the Pearson VUE web site, http://www.pearsonvue.com/pvtc/technical_reqs.pdf with your technology person or IT Department to ensure your facility can meet the minimum technical requirements.
   - Review the process for becoming a Pearson VUE Authorized Test Center with your technology person or IT Department to make sure they understand their role to install the software within 30 days from the time of site approval.

2. **Assess your Space**
   - Review the facility requirements at the Pearson VUE web site, http://www.pearsonvue.com/pvtc/facility_reqs.pdf
   - Ensure the following key components are in place.
     - i. Separate check-in area
     - ii. Lockable storage
     - iii. Adequate monitoring
     - iv. Testing Room or classroom that meets facility requirements

3. **Apply**
   - Complete the Online Application at the Pearson VUE web site http://pearsonvue.com/pvtc/join/
   - Provide Photos and Floor Plan of Testing Facility for Approval.
     - Photos – see attached document for photos required.
     - Floor plan (hand-drawn or digital) – showing testing center layout including the location of the check-in area, lockable storage, test administrator area, and testing stations.
     - Send photos via email to pvamericaschannelsales@pearson.com.

4. **Sign**
   - Once we receive your application, one of our representatives will send you the Pearson VUE Testing Center agreements for your signature.

5. **Approval**
   - Site is provided with a Site ID.
   - Site sends the ESP payment to Pearson VUE.
   - Welcome kit/pre-activation kit and Security kit (ESP) are shipped from Pearson VUE *Signature pad + cameras $450*

6. **Install Pearson VUE Software**
   - Technical Representative at Academic Institution works with Pearson VUE Support Services Team to install software.
   - Access the Pearson VUE Support Services Web site at https://vss.pearsonvue.com to begin software installation.
   - Technical support can be reach at 1-800-704-3613 option 2.

7. **Administrator Training and Certification**
   - Administrator(s) are trained using the self-paced PowerPoint presentation and the Policies and Procedures Guide found on the Pearson VUE Support Services web site. Administrator(s) take a no-cost, informal, open-book administrator exam on a Pearson VUE Test Delivery workstation at your test center.

8. **Activation for Pearson VUE Testing**
   - Once all steps are completed your site will receive a welcome call from our quality department and your site will be activated to deliver applicable Pearson VUE exams.

PHOTO REQUIREMENTS

Test centers are required to provide a **distraction-free, secure testing environment with continuous candidate surveillance**. A separate area (outside the testing room) is required for candidates to check in that would not disturb exams that are in progress. Remember to include your company name and address on the email so that we may process your application in a timely manner.

> **Photos need to be clearly labelled and sent by email to**
> **pvamericaschannelsales@pearson.com**

PHOTOS TO BE PROVIDED:

1. **Exterior of building showing company name, address, and parking area.**

2. **Reception and candidate check-in area.**
   (This must be a separate room from the testing room)

3. **Lockable storage area for candidates' personal items outside of the testing room.**

4. **Photo of the test delivery area showing separation of testing stations using walls, privacy partitions or at least four feet (1.2 meters) of empty space on all sides of the workstations.**

5. **Test Administrator location (proctor area) in the testing center.**

6. **Administrator's view of the candidates.**
   (Please note: photos must show that all candidates can be observed at the same time.)

   - If administrator is using camera to monitor, provide photo of **camera in testing area** and photo of **monitor with view of all test stations.**
   - If administrator is viewing through glass window provide photo of **view from the administrator station** of all testing stations.
   - If administrator is in room monitoring, provide photo of **administrator sitting in the room with full view** of the testing stations.

7. **Floor plan (hand-sketched or digital) of the layout, showing the location of the entrance, check-in, lockable storage, administrator's station, and testing stations.**

Setting up your Pearson VUE test center

Office layout and environment

Test centers are required to provide a distraction-free, secure testing environment with continuous candidate surveillance. If your test center is already administering exams, the layout of your office is probably sufficient. If you are setting up a new test center, the exact layout will vary depending on the physical space available and on the number of candidates that will be accommodated.

The following minimum requirements must be met when setting up a testing room:

- Provide an enclosed, professional environment that is clean, comfortable, smoke-free and conducive to testing.

- Provide adequate lighting, ventilation and comfortable seating and work surfaces. Place testing workstations on a clean surface that is approximately four feet (1.2 meters) wide, with no obstructions overhead or underneath. Monitor positions should be adjustable in order to allow each candidate to establish a comfortable testing position. Room lighting should provide sufficient light for keyboard and erasable note board while avoiding screen glare.

- Separate candidates within the testing room. Separate testing stations using walls or privacy partitions, or at least four feet (1.2 meters) of empty space on all sides.

- Disallow use of equipment such as printers, fax machines, copiers or telephones while testing is in progress.

- Minimize noise and distractions during testing. Refer to the next section, "Providing a quiet testing environment" for tips.

- Provide a clear glass viewing window or wall, video surveillance system or seating for a test administrator within the testing room. Whichever surveillance method is used, it must allow an unobstructed view of each candidate within the testing room.

- Provide a separate area outside the testing room for checking in candidates, with a workspace for the testing administrator and seating for candidates who are waiting.

- Provide lockers or other suitable storage for personal belongings. The candidate cannot take items such as pagers, paper, books and briefcases into the testing room. Provide adequate parking and/or access to public transportation.

- Provide access to people with disabilities, in compliance with the Americans with Disabilities Act of 1990 (in the United States) or your country-specific requirements.

Provide a quiet testing environment

Testing can be a stressful experience for many candidates. Even minor noises near the testing room can cause a candidate to feel distracted. This section provides information on actions your test center can take to minimize distractions. Refer to "Office layout and environment" in Chapter 4 of the Policies & Procedures Guide for additional information on minimizing noise.

Administrator station location

The computer that will serve as your administration workstation must be located in an area that is accessible for checking in candidates because you need to use the Site Manager/Admissions Manager application, which is part of the Pearson VUE Testing System. You can either place the administration workstation so that it is convenient for checking in candidates, or you can run Site Manager on a workstation other than the administration workstation.

Work surfaces

Pearson VUE recommends that you place exam delivery workstations on a work surface that is approximately four feet (1.2 meters) wide.

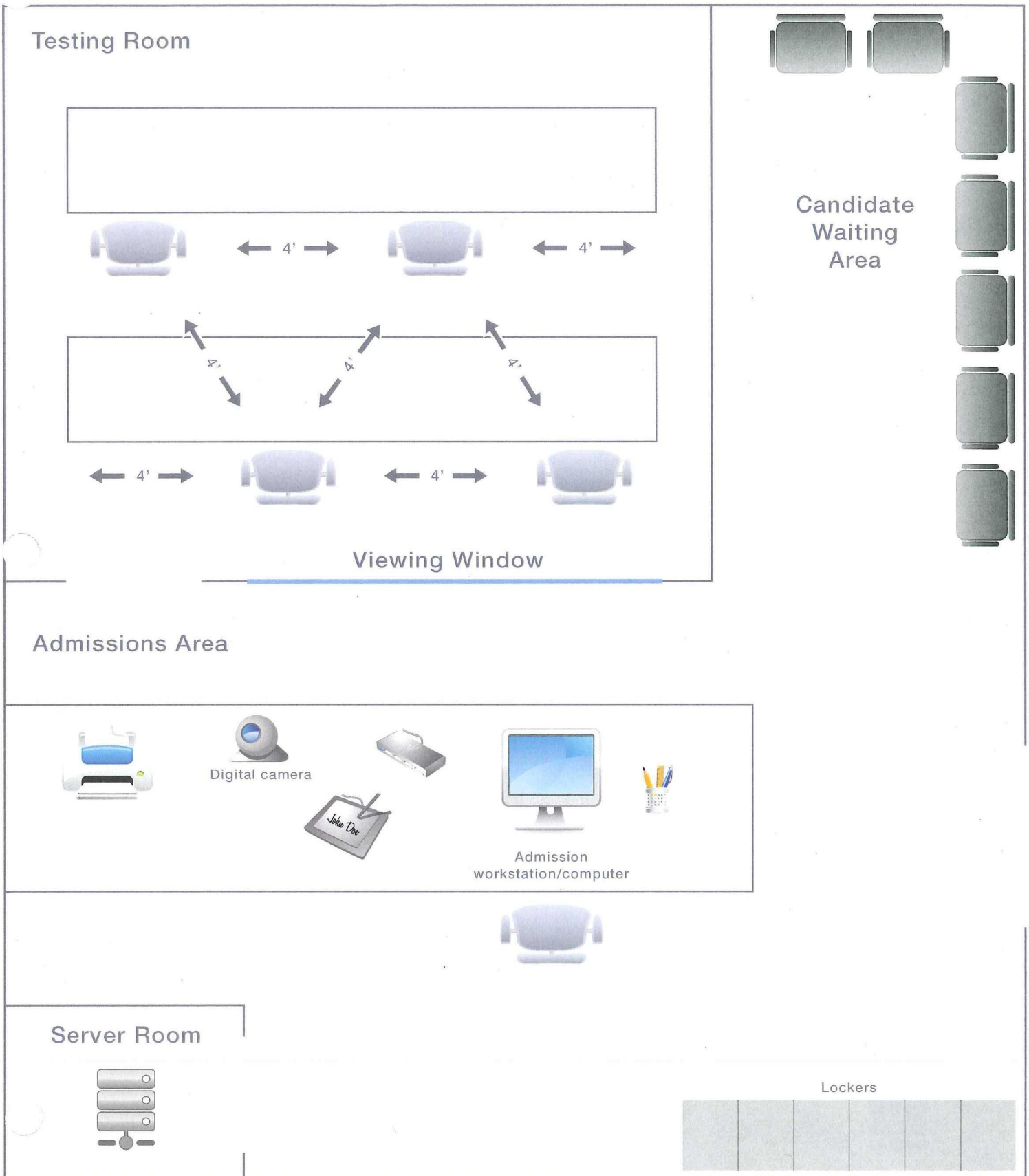## Storage for candidate belongings

Candidates are discouraged from bringing any personal belongings to the test center, since these items must be stored in a secure space and are not permitted in the testing room. A personal belonging is any item a candidate brings to the test center that is not either permitted by the exam sponsor's policies or pre-approved because of an accommodation. These belongings are not allowed due to security reasons—for example, candidates could hide notes in a purse or briefcase or send out information about an exam via cell phone.

The secure space your center provides for candidate belongings can be any space in which candidates cannot access their belongings during the exam and in which the items will be safe. If your test center has lockers, you can assign the candidate a locker and key.

Center-owned, locked backpacks work well for storage. Candidates know their belongings are safe at their feet, but they cannot access them during the exam. The administrator can unlock the backpack after the exam is complete and the candidate returns the erasable note board and pen.
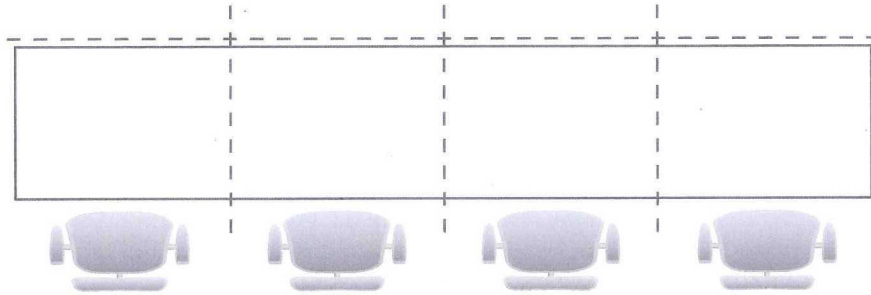
Pearson VUE - Sample Room Layout

Testing Room

4' → 4'

4' 4' 4'

4' → 4'

Viewing Window

Candidate Waiting Area

Admissions Area

Digital camera

John Doe

Admission workstation/computer

Server Room

Lockers

Pearson VUE - Sample Room Layout With Partitions

Testing Room

- - - Partitions

Candidate Waiting Area

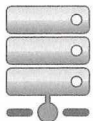Viewing Window

Admissions Area

Digital camera

John Doe

Admission workstation/computer

Server Room

Lockers